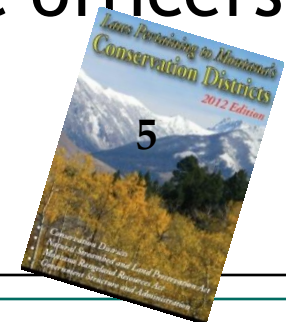
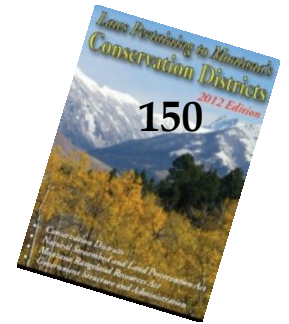


Supervisors Roles

76-15-311-316

- ◆ **are** public officials
- ◆ **may** employ staff
- ◆ **shall** determine staff duties and compensation
- ◆ **may** delegate authority
- ◆ **shall** provide records of all proceedings
- ◆ **shall** provide for an annual audit
- ◆ **Follow** rules of conduct for public officers and public employees .. 2-2-104



Responsibilities

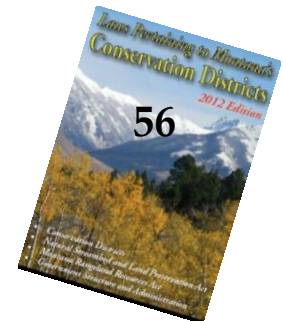
- ◆ Planning
- ◆ Personnel
- ◆ Information/Education
- ◆ Administration
- ◆ Finances
- ◆ Participation at local, state, regional and national levels

Planning: ANNUAL PLAN

- ◆ This can simply be a month-by-month calendar showing the activities necessary to accomplish your goals
- ◆ Prepare and keep current a **comprehensive long-range program** recommending the conservation of all the renewable natural resources of the district.
- ◆ Think of this as a list of reminders to help you keep moving toward your vision
- ◆ Track your progress with your month-by-month calendar
- ◆ When conditions change, repackage your monthly activities into pieces you can accomplish
- ◆ Periodically review and revise your values, vision, mission, goals, program areas, priorities and monthly calendar

“Personnel”

- ◆ Hire and supervise district employees
- ◆ Establish workload priorities for employees and assisting agencies
- ◆ Evaluate district employees' performance
- ◆ Create and maintain Personnel Policy Manual
- ◆ Establish training and development program for all employees



Administrator/Staff Roles

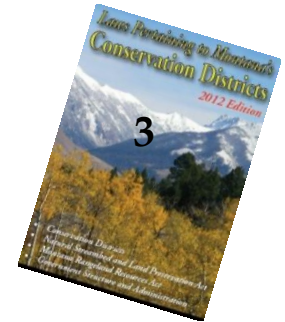
- ◆ *Carries out district activities designated by the supervisors*
- ◆ *Follow* rules of conduct for public officers and public employees .. 2-2-104
- ◆ *Provides an office “presence”*
- ◆ *Records district proceedings*
- ◆ *May represent district*
- ◆ *May act as a project coordinator, administer grants and contracts*
- ◆ *May provide services the NRCS.*

“Information/Education”

- ◆ Identify groups needing information
- ◆ Create messages and information to be delivered
- ◆ Conduct demonstrations, workshops, tours and public meetings
- ◆ Distribute information

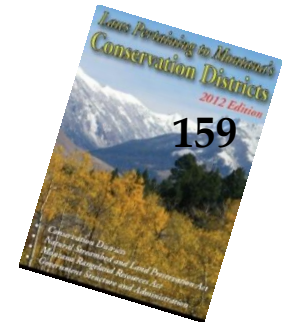
“Administration”

- ◆ Know powers, authorities & responsibilities
- ◆ Set district policy
- ◆ Code of ethics
- ◆ Manage funds, facilities and equipment
- ◆ Opens Meetings
- ◆ Meet regularly - quorum required for any official business (majority)
- ◆ Enter agreements for assistance
- ◆ Adopt technical guidelines and minimum standards (approval authority)



“Finances”

- ◆ County Mill Levy
- ◆ Special Project Areas (76-15-601) Assessments
- ◆ Grants (223, mini grants, 319, WPAG, CD Op, 310,)
- ◆ Budgets
- ◆ Fiscal Records Management
- ◆ Financial Reports/Audits



District Employee Relations

- ◆ Orientation sessions should be provided to all new employees
- ◆ Job descriptions should be clearly written and roles clearly understood between district employees and NRCS personnel
- ◆ District officials should plan workloads with their employees and NRCS personnel
- ◆ Performance reviews for employees should be done regularly

“Supervisor Participation”

- ◆ Be diligent about attending District meetings
- ◆ Be active in activities and programs.
- ◆ Represent your district in front of:
 - state and national associations
 - local, state, Tribal and federal government
 - Land occupier groups and organizations, environmental groups and other interested citizens
- ◆ Help pave the way for district employees to be successful

Questions?

Enjoy, have fun, and make a difference!!

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